SMC Civilian Mentoring Program

Training for the Mentor

Overview

- Program Overview
- How the Program Works
- Goals and Objectives
- Outcomes and Results
- Characteristics of Successful Mentors & Mentees
  - Competencies
  - Ethics and Standards

Civilian Mentoring Program

- Introduction of Key Players/Program Sponsors

  Contracting - Ms. Cathy Pumell

  Financial Mgt - Mr. Ken Yoder

  Program Mgt - Mr. Robert Krilowicz

  Scientist/Engineering - Mr. Tom Fitzgerald

  Acquisition Security - Ms. Judy Gonce

  Logistics - Mr. Greg Adams

  Safety - Mr. Phil Rodriguez

  Staff - Mr. Willard Williams

  ABG - Mr. David Grossman

  Program POC - Todd Goldsmith, SMC/HR, x30375

Program Overview
Purpose

Provide a forum where supervisors
and senior leaders can counsel
and enhance the professional development
of lower grade civilians
on a “one-to-one” basis

Program Overview

Goal

Strengthen future civilian leaders
by
helping them reach their
maximum potential
through professional
development and mentorship

"Our civilian workforce is integral to SMC's mission success. Good advice, practical role modeling, and sharing the benefit

Civilian Mentoring Program

How the Program Works

- Formal Process
  - –Mentor assigned to any new civilian on Base
    - •GS 13 & above to serve as Mentors
  - –Emphasis on GS-5/7/9/11 newly assigned to a functional area
  - –New to functional area
  - –Assigned by the functional area
- Informal Process
  - –Volunteer basis
  - –Intranet-based mentor list (Mini-bios)
  - –Mentees contact Todd Goldsmith to find select available mentors

Civilian Mentoring Program

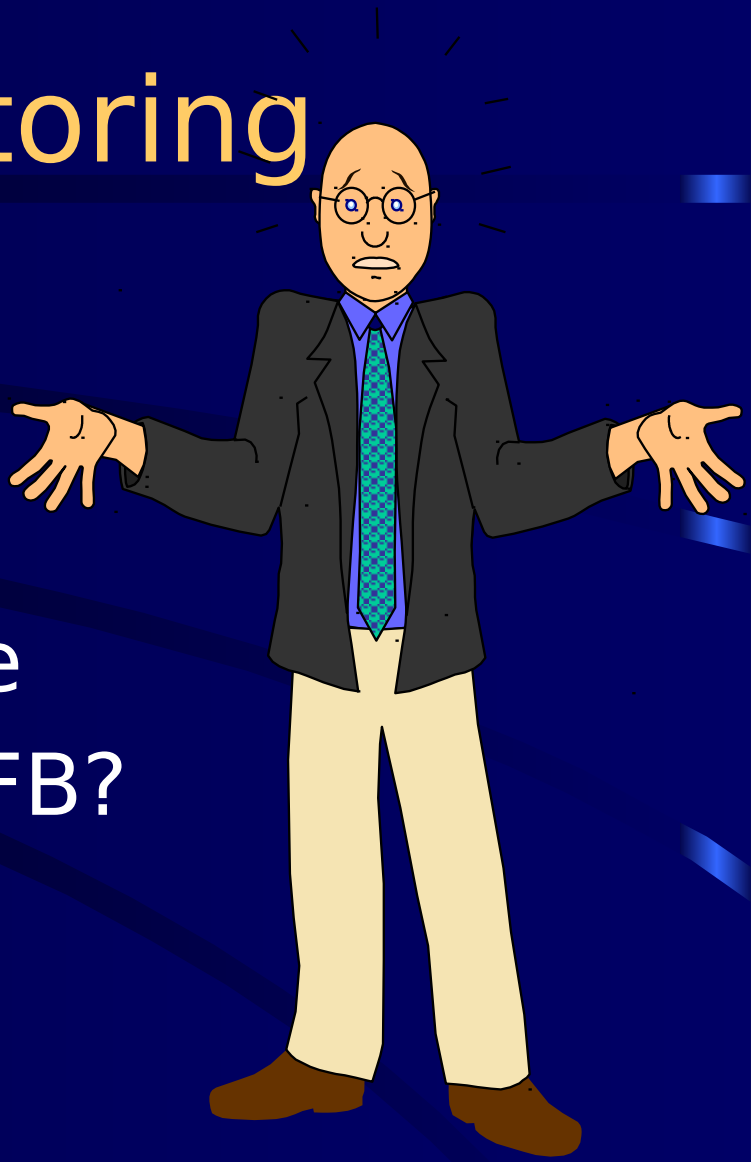
- Contractual agreement
  - –Not less than 6 months and NTE One Year
  - –One copy each to Mentor & Mentee with One copy to HRO
    - Kick-off Date: 1 May, 2002
  - –Should meet not less than 1 hour/week
- Feedback and follow-up
  - –Complete the feedback form

Career Myths

Understanding the changing nature of work

Why have a mentoring program?

What are some of the benefits for SMC / LAAFB?



Civilian Mentoring Program

- Short-term Plan
  - –Start investing in the future now
  - –Generate interest
  - –Develop a pool of qualified mentors & protégés
- Long-term Plan
  - –Develop ongoing list of mentors/protégés
  - –Preparation of future leaders
  - –Succession planning

Civilian Mentoring Program

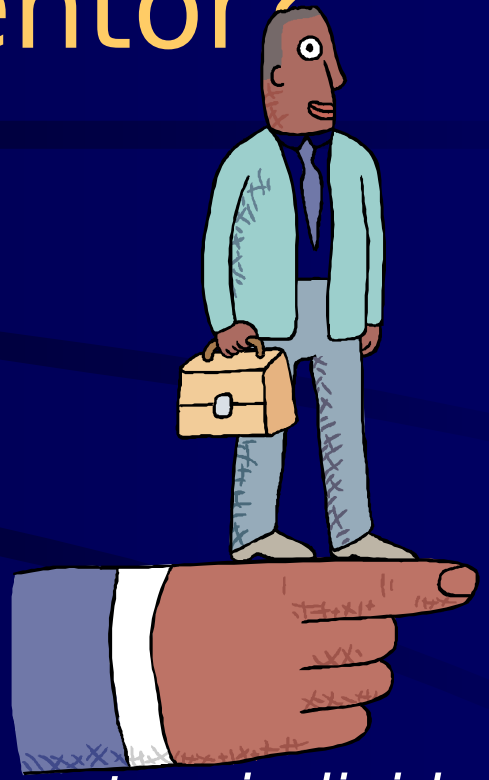
- Expected Outcomes/Planned Results
  - Employee Development and Career Planning
    - –Creating plans for success
    - –Job and Career satisfaction
  - Succession Planning
    - –Building tomorrow's leaders
    - –Filling the Leader gap

Civilian Mentoring Program

- **Mentor 101**
  - **–The Successful Mentor**
    - The Mentor Model
    - What is a mentor?
    - What makes a successful me
    - Why do you want to be a Me

What is a mentor?

- Coaches
- Teaches
- Guides
- Develops
- Trusts



"A power free partnership between two individuals who desire mutual growth. One of the individuals usually has greater skills, experiences, and wisdom."

What makes a successful mentor?

- Wealth of knowledge and experience in their profession,
- Takes a personal interest in helping others succeed.
- Understands that mentoring is abou
  developing people, not fixing the

Roles that mentors play...

- A sponsor or champion helps increase exposure of the protégé.
- Teacher helps solve work-related problems or creates learning opportunities.
- Coach advises protégés on how to accomplish their goals.
- Protector provides a safe environment in which the protégé can make mistakes without losing credibility.
- Counselor enhances the protégé's self-esteem through supportive, nonjudgmental discussions.
- Role models that walk the talk then demonstrate the behaviors necessary for success!

Why do you want to be a mentor?

List some benefits you can receive by being a mentor.

Civilian Mentoring Program

- Mentor 101
  - –Assessing your Developmental Skills and Competencies
    - Communication
    - Listening
    - Coaching
    - Vision
    - Knowledge

Qualities

- Genuine interest
- Sensitivity to other's needs and development
- Excellent listening skills
- Time availability
- Commitment
- Confidentiality
- Avoidance of dominance, control, or over-protection
- Excellent coaching and feedback skills.

Civilian Mentoring Program

- The Relationship
  - –Mentor Ethics and Standards
    - Position and Professional Power
      - –Coach or Dictator?
      - –Abuse of authority
    - Avoiding the pitfalls
      - –Promises, promises, promises
      - –Observing the Chain-of-Command
      - –“…but my Mentor said it was OK…”

Civilian Mentoring Program

Questions ?